

Office of Homeland Security
Public Meeting
CTAF
February 20, 2008
10:00AM to 1:30 PM

Grantee Questions

1. When is the \$600,000,000 out of the \$1,000,000,000 going to be available for allocation for State Transit Assistance Agencies?

The \$600,000 will be allocated over a ten year period. The amount that is allocated each year is determined by the Legislatures and performance of the current year's allocation.

2. Can an agency submit a project based on future Proposition 1B allocations?

OHS will accept projects that use future allocations of Proposition 1B funding. However, OHS will not guarantee the amount of year to year allocations.

3. Can agencies combine funds to complete regional projects?

Yes

4. Is a grantee, limited to their allocated budget? Can a grantee use the funds allocated to another agency

California Government Code: 8879.58 (e)

The total allocations to any one eligible agency or transit operator shall not exceed that agencies or transit operator's share of funds from the account pursuant to the formula contained in subdivision (a) of Section 8879.57.

5. Is there a formula that is going to be used for the allocation of CTAF funds?

- a. The entities are the agencies and transit operators that were eligible to receive State Transit Assistance funds pursuant to Sections 99313 and 99314 of the Public Utility Code over the Fiscal Years 2004-05, 2005-06, and 2006-07.
- b. The amount for each entity is 50% of the amount appropriated per GC 8879.57(a) times a factor calculated on each of the STA allocations, PUC 99313 and PUC 99314. Each factor is calculated by summing each entity's STA allocations received over the Fiscal Years 04-05, 05-06, and 06-07, adding all of those individual totals to receive a statewide total, and then dividing each entity's total by the statewide total. The entities should be aware of the amounts they have received for the last 3 years; I have included a link to our website where those amounts can be found <http://www.sco.ca.gov/ard/payments/transit/index.shtml>
- c. Since the detail for PUC Section 99313 allocations is not reported to the Controller's Office, the SCO is only able to provide eligible amounts for each county for GC Section 8879.58(a)(2). From the GC Section 8879.58(a)(2) eligible amount listed,

the county transportation commissions will be responsible for calculating eligible amounts for each project sponsor under their authority.

6. What occurs to the FY07/08 award when the funds are not used, because the county is using another type of fund? If a grantee waits for the FY08/09 allocation can the Grantee combine the FY07/08 and FY08/09 allocation?

Allocations must be requested during the year of appropriation. Allocation request not received by the deadline will carry over to the following fiscal year and are subject to changes in legislation.

7. Are the unexpended funds going to be available for usage by other grantees?

OHS does not have the authority to redirect allocations to other agencies.

8. Are service contracts and training part of eligible equipment expenses?

Yes, service contracts cannot extend past the performance period. Training on equipment will be considered on a case by case basis.

9. Are the submitted projects secure within the portal?

The ODP portal is designed to serve as a secure website. Information submitted through the portal is secure from unauthorized access. However, information submitted to and maintained by OHS is subject to the disclosure requirements of the California Public Records Act (CPRA). While some information contained in grant applications may be exempt from disclosure in accordance with the provisions of the CPRA, there is no categorical exemption which applies to applications generally. Consequently, applicants should be cautious in including sensitive information in their applications. OHS will work with applicants to address specific concerns about the necessity of submitting sensitive data and the handling of any such information which is submitted.

10. What is the useful life?

California Government Code: 16727.

<http://www.leginfo.ca.gov/cgi-bin/waisgate?WAISdocID=1883777937+0+0+0&WAISection=retrieve>

11. Did the 36 months state on July 12th, 2007? When did the 36 months start?

Entities receiving an allocation of funds shall expend those funds within three fiscal years of the fiscal year in which the funds were allocated. Funds allocated during the fiscal year which ends June 30, 2008 shall expend those funds no later than June 30, 2011. Funds remaining unexpended thereafter shall revert to OHS or OES, as applicable, for reallocation in subsequent fiscal years.

12. How far back can the grantee, use funds for previous project expenditures?

Project expenses can only accrue after the agency has received the award letter.

13. Are projects going to be accepted on a continuous basis?

Yes, until the due date.

14. Can grantees submit phased projects?

Yes, grantees can submit phased projects.

15. Who should be designated as the authorized agent?

The agency is responsible for selecting their authorized agent. The authorized agent selected by the agency will have authority to sign.

16. Is there going to be a Governing Body Resolution? Can the grantee use a current Governing Body Resolution?

Yes, each agency will generate their own resolution which must follow the template provided in the CTAF guidance. Each grant needs a new governing body resolution.

17. Are the grantees going to be assigned an ODP user id/password?

Eligible grantee staff will be allowed access to the ODP. First the eligible grantee staff will apply for access and the OHS staff will provide ODP access approval.

18. Is the Financial Management Forms Workbook going to be uploaded within the ODP?

Yes, the agency must complete the Financial Management Forms Workbook two weeks after the receiving the award letter,

19. The ODP is foreign language, is there going to be training?

Yes, OHS staff will provide training to ensure that grantees can accurately upload required grant documents.

20. What is the purpose of the Investment Justification?

The Investment Justification (IJ) process is used by OHS to evaluate proposed project. First, does the submitted project have a funding plan that demonstrates that the funds are expected to be reasonably available and sufficient to complete the project? Second, do the benefits associated with each individual segment sufficiently meet the objectives of the program.

21. Where should the grantees submit project budget details?

Grantees must submit budget details to the ODP.

22. Is there going to be a notification that the Investment Justifications has been received? In, addition, is there going to be a letter sent by OHS for the project approval?

An award letter will be sent to the grantee after the project has been reviewed and approved.

23. Can grantees use other sources of grant funding to supplement approved projects?

Yes

24. Are grantees allowed to use the interest from unexpended FY07/08 CTAF funds?

CTAF funds must be kept in a separate interest bearing account. Any interest that is accrued must be used towards the project.

25. What are the guidelines for suspension and termination of FY07/08 CTAF funds?

Refer to page 18 of the CTAF guidance.

26. Can the grantee submit a cost over run for the next Fiscal Year?

California Government Code: 8879.50 (f)

If it is anticipated that project costs will exceed the approved project budget, the recipient agency shall provide a plan to the administrative agency for achieving the benefits of the project by either down scoping the project to remain within budget or by identifying an alternative funding source to meet the cost increase. The OHS may either approve the corrective plan or direct the recipient agency to modify its plan.

27. Should a fund project shortage be stated and explained with the Investment Justification?

Refer to question 26

28. Is there going to be matching within the FY07/08 CTAF funds?

No

29. Can the Prop. 1B. fund match the federal funds?

Yes

30. Can an Agency use Prop. 1B funds to purchase software?

Yes, if the software will help achieve the goals listed in the CTAF guidance.

31. Can an agency named in Prop. 1B give their Prop 1B funds to another agency, such as a local police or fire department.

No, Proposition 1B funds can only be used by the eligible agency.

32. What happens to the SCRRA allocation, since they used the 8879.57(c) allocation?

California Government Code: 8879.61(b)

Entities that receive grant awards from funds allocated pursuant to subdivisions (b) or (c) of Section 8879.57 are not eligible to receive awards from the funds allocated pursuant to subdivision (a) of Section 8879.57.

33. What happens to unexpended funds after three years?

California Government Code: 8879.61(a)

The Grantee shall expend those funds within three fiscal years of the fiscal year in which the funds were allocated. Funds remaining unexpended thereafter shall revert to OHS or OES, as applicable, for reallocation in subsequent fiscal years.

34. What is interoperable communication equipment?

Interoperability generally refers to the ability of public safety emergency responders to work seamlessly with other systems or products without any special effort. Wireless communications interoperability specifically refers to the ability of public safety officials to share information via voice and data signals on demand, in real time, when needed and as authorized. For example, when communications systems are interoperable, police and firefighters responding to a routine incident can talk to each other to coordinate efforts. Communications interoperability also makes it possible for public safety agencies responding to catastrophic accidents or disasters to work effectively together. Finally, it allows public safety personnel to maximize resources in planning for major predictable events such as the Super Bowl, or an inauguration, or for disaster relief and recovery efforts. As defined by the Department of Homeland Security's SAFECO Program. See <http://www.safecomeprogram.gov/SAFCOM/interoperability/default.htm>

35. Will the agencies go through the regional entity named in 8879.58(a)(2) or OHS?

Yes. Applications to OHS for projects seeking funds pursuant to Gov Code section 8879.58(a)(2) and 8879.58(a)(3) must be submitted through and approved by County transportation commissions. Projects which seek Gov Code sections 8879.58(a)(2) and (a)(3) funds may be combined. County transportation commissions are responsible for calculating the available allocation for each project sponsor applying for funds pursuant to Gov Code section 8879.58(a)(2).

36. Can an IJ be submitted without the resolutions pending the adoption by the Governing Body?

Yes, OHS will send conditional letters for those who can not get the resolutions done soon enough.